



Loudoun County, Virginia

Division of Procurement
1 Harrison St, SE 4th Floor
Leesburg, Virginia 20175

November 22, 2019

NOTICE TO OFFERORS

ADDENDUM NO. 2

RFQ 117783

The following changes and/or additions shall be made to the original Request for Proposal No. 117783, Task Order Roadway and Transportation Design Services. Please acknowledge receipt of this addendum by signing and returning with your proposal.

1. The purpose of this addendum is to respond to questions received.

Prepared By: s/Samira Mkaimel Date: 11/08/2019
Contracting Officer

Acknowledged By: _____ Date: _____

BEGIN QUESTIONS AND ANSWERS

Q1. On page 11 (Item 6.3.F.5), the RFP states, “*provide the resumes of key subconsultant team members and a portfolio of projects that demonstrate considerable experience in some or all of the discipline areas contained in Section 5.5, for each subconsultant identified in the Offers Organization Chart. Resumes and portfolio of projects should focus on the subconsultant’s specialty.*” **Could you please clarify which of the three following interpretations of this statement is correct?**

- a. A portfolio of projects should be provided for each subconsultant firm (company-wide portfolio, focused on that company’s specialty).
- b. A portfolio of projects should be provided for each subconsultant key staff member (the portfolio of each subconsultant individual shown on the organization chart).
 - If this is the case, should we also provide portfolios for each key staff member from the prime firm?
- c. A portfolio of projects should be provided for each specialty/ category (i.e. a portfolio for “traffic engineering,” a portfolio for “environmental services,” etc., with mixing of projects from various team members.)

A1. A portfolio of projects should be provided for each subconsultant key staff member (the portfolio of each subconsultant individual shown on the organization chart). Portfolios should also be provided for each key staff member of the prime firm.

Q2. Our resumes typically include a portfolio of projects, with the requested project information. To avoid duplication and repetition, **would it be acceptable to provide the project portfolio information within the resumes, rather than as a separate document?**

A2. Yes, with the exception of the Project Manager and Lead Designer. For these individuals, the Project Portfolio needs to meet the requirements of 6.3F2.

Q3. Please confirm that the resumes of key team members are limited to one page per member.

A3. Resumes of key team members are not limited to one page per member.

Q4. Addendum #1 issued on November 8, 2019 provides clarification regarding the County’s definition of a “completed project” as it relates to the requirements of Section 6.3 in the RFQ. The County has indicated the following in the Addendum: **“Project completed” is defined as: Project construction is completed.** Is the County willing to reconsider its definition of a completed project so that offerors can fully demonstrate a

wide range of on-call design experience relevant to the scope of services identified in the RFQ? The current definition limits the ability of offerors to highlight recent and relevant design experience for some localities and VDOT where specific design objectives were met to clients' satisfaction, however some of these relevant examples cannot be highlighted because construction has not been completed. We ask that the County revise its definition of a completed project to indicate ***"Project completed" is defined as: Project design is completed.***

- A4. The county maintains that the definition of "project completed" is defined as "construction is complete". This is necessary in order for the County to gauge the constructability of the design.
- Q5. Are there state or federal funds?
- A5. The scope of projects that are covered by the RFP do not include those with Federal funding.
- Q6. Are there any DBE requirements?
- A6. There are no DBE requirements for this proposal.
- Q7. Is there a limit to the number of graphics/images in the additional contracts/projects section (6.3.E.3)?
- A7. There are no graphics allowed for the additional contracts/projects as specified in Section (6.3.E.3). This is simply a listing with a brief description of each project intended to allow the offeror to show depth of experience.
- Q8. Do registration numbers, name of licensee and licensing agency provide proof of licensure or do you want copies of the licenses included in the proposal?
- A8. Per Section (6.3.F.2), "Copies of certifications and licenses are to be included as appendices to the Offeror's proposal.
- Q9. Section E.1. of the RFP explains the requirement to address individual projects delivered under an on-call contract where the on-call contract is used as one of the five highlight projects. The first bullet under E.1. instructs firms to ". . . describe individual projects . . .", then the second bullet allows one double-sided page for each project. **If an on-call contract involves delivery of three projects, are we allowed to use six pages to describe the individual projects completed under that on-call contract?**
- A9. .All projects under an on-call contract do not need to be included in your proposal, select the most appropriated projects based on the RFP scope of services. Per 6.3E.1, describe in detail five (5) transportation related or public roadway design project completed in the past (8) years.

- Q10.** Is it allowable to submit our organizational chart on 11x17 paper “z-folded” to fit into the 8.5x11 format?
- A10.** Yes, it is acceptable to provide fold out charts, schedules, etc. within the Proposal.
- Q11.** The RFQ indicates that we should include copies of the professional licenses and/or certifications for the Project Manager, Lead Designer, as well as all key staff proposed. Is it acceptable to meet this requirement by including screen shots from Virginia’s DPOR website for proof of individuals’ professional licensure in Virginia?
- A11.** Per Section (6.3.F.2), “Copies of certifications and licenses are to be included as appendices to the Offeror’s proposal. “Copies” shall be construed to be a copy of a license or certification certificate as provided by the State or body responsible for issuing the license or certification.
- Q12.** Page 11, Section 6.3. Proposal Content, Credential of the Project team: Exactly which copies of licenses and certifications are to be included as appendices to the Offerors Proposal?
- A12.** The Offeror shall provide a copy of any license/certification that is listed for any individual whose resume appears in the “Credentials of Project Team” section of the RFP. Per Section (6.3.F.2), “Copies of certifications and licenses are to be included as appendices to the Offeror’s proposal.

END OF QUESTIONS AND ANSWERS